Job Title: Records Administrator

Department: City Clerk

Immediate

Supervisor: City Clerk

Origination Date:	04/06/2007
Revision Date:	07/01/2012
Job Grade	807
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Manages the Records Management Division for the department by providing responsible and technical review. Oversees the development, organization and maintenance of an ongoing citywide records management program to ensure the City's records are collected, maintained, destroyed, or archived in a methodical, efficient and cost-effective manner. Ensures compliance with State Public Records Statutes. This position supervises division staff. Serves as Acting City Clerk, assuming all responsibilities in the absence of the City Clerk and Deputy City Clerk

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Manages the records division by evaluating and managing the city-wide records management program to ensure the City's records are collected, maintained, destroyed or archived in a methodical, efficient, and cost-effective manner. Ensures compliance with state public records statutes. Implements changes and maintains a city-wide records compliance program. Interprets legal statutes and ensures city-wide compliance. Monitors records retention schedules and ensures city-wide compliance. Provides the Legal Department, Information Technology, and upper management with updates on laws that pertain to records management. Serves as the liaison with other government agencies, user groups, and boards.
2	S	Manages staff by writing job descriptions and objectives, assigning duties to staff, tracking performance, and completing employee appraisals. Provides for training and staff development, implements disciplianary action if necessary.
3	S	Actively participates in the implementation of imaging and other technologies in the organization. Evaluates requests for implementation of imaging in departments; works with Information Technology Department, department staff, and vendors on implementation of imaging and workflow for records; prepares and submits required forms for imaging implementation to State Library, Archives and Public Records; assists and monitors implementation of imaging; creates and trains personnel on standards for imaging to ensure integrity of data; performs periodic quality control of departments that have implemented document imaging to verify compliance with developed standards and monitors system for compliance with standards. Facilitates Records Control Officers Committee city-wide.

	Physical Strength Code	ESSENTIAL FUNCTIONS
4	S	Oversees retention of the official records of the City in custody of the City Clerk's office to ensure documents are carefully maintained according to the approved retention schedule, state statute and the City records management manual. Annually reviews and updates retention schedules. Researches, analyzes and prepares recommendations for new services, program development and needs as related to the function of records management. Assists the City Clerk in maintaining the archival records program and oversees the preservation and maintenance of historic records.
5	S	Responds to inquiries regarding interpretation of policies, procedures, precedents, rules and regulations and Federal, State, and local laws as applicable to records management, and works collaboratively with Legal Services regarding legal issues in Records and Information Management.
6	S	Prepares cost estimates for budget recommendations and assists in monitoring and controlling expenditures for the Records Division budget.
7	S	Assists with City Elections by providing support on all elections functions. Acts as Election Official during the absence of the City Clerk or Deputy City Clerk.
8	S	Assists in Council activities by attending meetings and taking minutes.
9	S	Maintain community, city and state relations by serving in a leadership role on various committees and professional organizations.

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JOB REQUIREMENTS:

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Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Notary Public
Reading	Work requires the ability to read general correspondence, memorandums, letters, reports, manuals, technical and trade journals, and record requests.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, memorandums, records, letters, and reports.
Managerial	Semi-Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight; however special assignments and significant work products may be reviewed upon completion. Typical positions in this category are supervisory, highly technical, or lower level.
Technical Skills	Limited Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	 ☑ Making presentations ☐ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	 ☒ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ☑ C	☑ Computer keyboard☑ Telephone keypad☐ Calculator☐ Calibrating equipment	Climbing	□ N □ R ☑ O □ F □ C	☐ Stairs ☐ Ladders ☑ Step stools ☐ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☐ Driving☒ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies □ Equipment ⊠ Files	Balancing	□ N □ R ⋈ O □ F □ C	☐ On ladders ☐ On equipment ☑ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings □ Driving	Bending	□ N □ R □ O ⊠ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R □ O □ F ⊠ C	☒ For supplies☒ For files	Crouching	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	□ Paperwork □ Monies	Hearing	□ N □ R □ O ⋈ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⋈ F □ C	☑ From computer to telephone☐ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	'	•	,

Physical Demands (continue	ed)									
Machines, Tools, Equipmen	t and Work	Aids:								
Telephone, Fax Machine, Calculator, C			al Vehicle	e, Hole	Punch, Micr	ofilm F	Reader, Scanne	er.		
Computer Equipment and S	Software:									
Personal Computer, Microsoft Office, I		rFiche Weblinl	k, Occasi	onal S	canning, Prin	ter, Co	lor Bar, Civic	Plus, I	nternet,	
Smart Label.					-					
Environmental Factors: Environmental Condition	- ~ -	Marion	Canno	~ ~ 11 _x ,	Several T		Several Ti		Daily	
Environmental Condition	ons	Never	Season	nany	Several 1: Per Moi		Per Wee		Daily	
Extreme temperature										
(heat, cold, extreme temp. changes f	rom outside	X		1						
work) Wetness and/or humidity									_	
(bodily discomfort from moisture)		X		1						
Respiratory hazards		X		1						
(fumes, gases, chemicals, dust and d Noise and vibration	irt)			<u>'</u>	_					
(sufficient to cause hearing loss)		X]						
Physical hazards										
(high voltage, dangerous machinery	, aggressive	X		1						
prisoners, patients – <u>not customers</u>)										
Health and Safety Condition	ns:									
Health and Safety Conditions	N = Never	R = Rarel	_		casionally		Frequently		Constantly	
	Never	Less than			more of		n 1/3 to 2/3		or more of	
Mechanical hazards	occurs	hour per we	еек		time	OI	the time	ι	he time	
Chemical hazards	X									
Electrical hazards	×						-			
Fire hazards	X									
Explosives	X									
Communicable diseases	X									
Physical danger or abuse	×				<u> </u>					
Other (specify)										
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	od Centers									
Protective Equipment Requ	ired:									

Job Demands

Overall Strength Demands:

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⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
□ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			×	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate on teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
nents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.